

ORDINANCES PERTAINING DEPARTMENT OF PUBLIC WORKS

THE CITY OF LEWISTON HEREBY ORDAINS:

Chapter 2, of the Code of Ordinances of the City of Lewiston, Maine is amended as follows:

CHAPTER 2

ADMINISTRATION

ARTICLE V. DEPARTMENTS

DIVISION 1. GENERALLY

Sec. 2-236. Departments designated.

The administrative service of the city shall be divided under the administrator into the following departments and heads thereof:

<i>Department</i>	<i>Head</i>
Department of assessment	Chief assessor
Department of city clerk	City clerk
Department of economic and community development	Director of economic and community development
Department of education	School committee
Department of finance	Finance director/controller
Department of fire	Fire chief
Department of human resources	Human resources director
Department of law	City attorney
Department of library	Library director
Department of management information services	MIS director
Department of planning and code enforcement	Director of planning and code enforcement
Department of police	Chief of police
Department of public services	Director of public services

Department of public works	Director of public works
Department of recreation	Director of recreation
Department of social services	Director of social services

DIVISION 12. DEPARTMENT OF PUBLIC SERVICES

Sec. 2-400. Created; divisions.

The department of public services is hereby created. The department shall be divided into six divisions: The division of engineering, the division of water and sanitary sewer utilities, division of electrical, division of capital construction, the division of public buildings and the division of business and administration.

Sec. 2-401. Duties of director of public services.

The director of public services shall be responsible for all matters relating to the engineering, electrical, public buildings, capital projects team, business office and water and sanitary sewer utilities of the city.

Sec. 2-402. Divisions.

- (1) A division of engineering which shall be supervised by the city engineer, who shall be a registered professional engineer licensed by the state. He shall be responsible to plan, design, coordinate and supervise engineering services, including construction oversight/inspection, for the department of public services and for such other departments, divisions or public agencies as may from time to time be required. He shall coordinate development of the capital plan and undertake capital planning for the department of public services and the department of public works. He shall perform other supervisory duties as may be delegated by the city administrator and director of public services.
- (2) A division of water and sanitary sewer utilities, which shall plan, coordinate and control the activities related to the operation and maintenance, and repair of water and sanitary sewers utilities including water quality, source of supply, pumping stations, treatment, reservoirs, transmission and distribution mains, collection system and assist with utility finances.
- (3) A division of electrical which shall coordinate and control the activities related to the operation and maintenance of all street lights, traffic signals, pumping stations, chemical feed facilities, SCADA, electrical inspection and other electrical issues of the city. It shall also be responsible to manage the electrical generation component of the division.
- (4) A division of capital construction which shall undertake the construction of major capital construction projects.

- ~~(5) A division of public buildings which shall coordinate and control the activities related to the operation, maintenance, capital planning and construction of all public buildings, excluding those under the jurisdiction of the departments of education.~~
- ~~(6) A division of business and administration which shall coordinate and control the activities related to the operation and maintenance of all accounts receivable, utility billing and collections, recordkeeping, accounts payable, inventory management, budget support, personnel support and issuance of permits for the department. This division shall also provide these same services to the department of public works.~~

~~DIVISION 13. DEPARTMENT OF PUBLIC WORKS~~

~~Sec. 2-425. Created.~~

~~The department of public works is hereby created. The department shall be divided into four divisions: The division of highways, the division of solid waste, the division of landscaping and tree work, and the division of municipal garage.~~

~~Sec. 2-426. Duties of director of public works.~~

~~The director of public works shall be responsible for all matters relating to maintenance and operation of city infrastructure including highways, storm drainage, landscaping and urban forest, solid waste services and facility, and transportation and construction equipment.~~

~~Sec. 2-427. Divisions.~~

~~The department of public works shall be divided under the supervision of the director of public works into the following divisions:~~

- ~~(1) A division of highways, which shall coordinate and control the activities related to the operation and maintenance of roads, streets and public ways, walks, storm drainage, bridges, street sweeping, and snow and ice control.~~
- ~~(2) A division of solid waste management, which shall coordinate and control the activities related to the operation and maintenance of waste collection, processing, recycling and disposal.~~
- ~~(3) A division of landscaping and tree work, which shall coordinate and control the activities related to the operation and maintenance of landscaping of city grounds and maintenance of trees and the urban forest.~~
- ~~(4) A division of municipal garage, which shall coordinate and control the activities related to the operation and maintenance of transportation and construction equipment owned by city departments, divisions and agencies. It shall also assist in the acquisition of new or used public works automotive and construction equipment.~~

DIVISION 14. DEPARTMENT OF RECREATION AND PARKS

Sec. 2-435. Created.

~~The department of recreation and parks is hereby created.~~

Sec. 2-436. Duties of director of recreation and parks.

~~The director of recreation and parks shall plan, promote, organize and supervise a comprehensive municipal recreation program and administer such program in the interest of the entire community, and shall:~~

- ~~(1) Supervise the recreational use of playgrounds, playfields, recreation centers, swimming pools, ball diamonds and such other recreation areas and facilities as may be made available to carry out the city's recreational program.~~
- ~~(2) Conduct and supervise any form of recreational, cultural or social activity that will employ the leisure time of the citizens in a wholesome and constructive manner.~~
- ~~(3) Program and be responsible for the total operation and management of the Memorial Armory facilities.~~
- ~~(4) Supervise and maintain all city athletic fields and playgrounds, under the jurisdiction of the department of recreation.~~

Sec. 2-437. Division of recreation.

~~Under the supervision of the director of recreation and parks, the division of recreation shall promote the development of a viable community by expanding recreational opportunities for all citizens of the city.~~

Sec. 2-438. Division of public parks and cemeteries.

~~A division of public parks and cemeteries, which shall coordinate and control the activities related to the operation and maintenance of:~~

- ~~(1) Public parks, athletic fields and playgrounds excluding those under the jurisdiction of the department of education;~~
- ~~(2) All cemeteries under the jurisdiction of the city.~~

DIVISION 12. DEPARTMENT OF PUBLIC WORKS

Sec. 2-400. The Department of Public Works is hereby established.

The Department shall be divided into nine divisions: Administration; Engineering and Asset Management; Water, Sanitary Sewer and Stormwater Utilities; Electrical Infrastructure; Highways and Open Spaces; Public Buildings; Municipal Garage; Recreation; and Solid Waste.

Sec. 2-401. Duties of Director of Public Works.

The Director shall be responsible for all matters relating to planning, constructing, maintaining and operating the city's physical public infrastructure assets. These assets include public buildings; streets and highways; electrical devices; recreational and athletic facilities; public lands; water, sewer and storm water collection and distribution systems; solid waste collection and facilities; municipal garage and recreation programs. The Public Works Director serves as a City representative on a number of boards such as the Lewiston Auburn Water Pollution Control Authority, Lake Auburn Watershed Protection Commission and the Androscoggin Transportation Resource Center Policy Committee.

Sec. 2-402. Divisions.

- (1) The Director leads the division of administration, which includes the City Engineer, Deputy for Maintenance and Operations, the Deputy for Utilities, and is supported by the Department's Administrative Assistant. These four (4) positions lead and provide management, administrative, human resource and budgetary support to the department's other divisions. Under the Deputy for Maintenance and Operations, payroll and dispatch services are housed in this division. The Administration Division works with the City Administrator and City Council to provide strategic direction to the Department.
- (2) The following Divisions shall be managed by the City Engineer, who shall be a registered professional engineer licensed in the State of Maine:
 - a. Division of Engineering and Asset Management. The City Engineer shall coordinate and supervise engineering services, including asset management, capital planning, and design and construction oversight for the Department of Public Works and for such other departments or public agencies as may from time to time be required. The City Engineer shall coordinate development of the capital plan for the department. The Engineer shall manage and supervise the technicians and engineers within the division.
 - b. Division of Public Buildings. The Buildings Division shall be responsible for the management, maintenance, capital planning, and design and construction oversight of city buildings. The City Engineer shall manage and supervise the Buildings Operations Manager and provide management direction for all aspects of cost effective building management that provides for comfortable, sanitary and safe space for city employees and the public.
- (3) The following Divisions shall be managed by the Deputy for Utilities:
 - a. Division of Water, Sanitary Sewer and Stormwater Utilities: The Utilities Division shall be responsible for the maintenance and operation of potable water distribution and sanitary and stormwater collection systems. This Deputy shall manage and supervise the Utilities Operations Manager and provide management

direction for all aspects for the maintenance and operation of these utilities. The Utilities Division shall work closely with the Highways and Open Space Division, sharing labor seasonally. This Deputy, with assistance from the City Engineer, shall be responsible for the regulatory compliance function related to these utilities. This Deputy shall co-supervise, along with the Auburn Water and Sewer District Superintendent, operations of the joint intake and treatment facilities at Lake Auburn.

- b. Division of Electrical Infrastructure. The Electrical Infrastructure Division shall be responsible for the maintenance and efficient operation of all electrical and electronic infrastructure including but not limited to streetlights, traffic control devices, pump stations, electronic controls/monitors, city communication conduits, and electrical generation systems. This Deputy shall manage and supervise the Electrical Operations Managers and provide management direction for all aspects of the maintenance and operation of these devices and systems. This Deputy, with assistance from the City Engineer, shall be responsible for coordination with other stakeholder agencies such as the Maine Department of Transportation and Androscoggin Transportation Resource Center.

(4) The following Divisions shall be managed by the Deputy for Maintenance and Operations:

- a. Division of Highways and Open Spaces. The Highways and Open Spaces Division shall be responsible for the maintenance and efficient operation of streets, highways, sidewalks, open spaces, city trees and non-electronic traffic control devices. This Deputy shall manage and supervise the Highway Operations Managers and provide management direction for all aspects for the maintenance and operation of these systems. The Highways and Open Spaces Division shall coordinate all snow and ice fighting activities across the Department. It shall share human resources with other divisions, seasonally as needed.
- b. Division of Solid Waste. The Solid Waste Division shall be responsible for the collection, management, recycling and disposal of municipal solid waste and other incidental waste streams as provided by city code of ordinances. This Deputy shall manage and supervise the Solid Waste Operations Manager and provide management direction for all aspects of cost effective waste handling, contracting and disposal. This Deputy shall be responsible for regulatory compliance related to waste, facilities and landfill management.
- c. Division of Municipal Garage. The Municipal Garage Division shall be responsible for the acquisition, maintenance, repair, and rental of all light vehicles and heavy equipment operated by the Department of Public Works. This Deputy shall manage and supervise the Municipal Garage Operations Manager and provide management direction for all aspects of cost effective light vehicle and heavy equipment use. The Municipal Garage Operations Manager will provide services and expertise to other departments as needed. The municipal garage also acquires other consumables, such as motor fuel. This Deputy shall be responsible

for regulatory compliance related to the handling of fuels, oils, oily waste and hazardous materials produced in the garage.

- d. Division of Recreation. The Recreation Division shall be responsible for the planning, promotion, organization and supervision of a comprehensive municipal recreation program and administering such program in the interest of the entire community. This Deputy shall manage and supervise a Director of Recreation. The Director of Recreation shall: supervise the recreational use of playgrounds, playfields, recreation centers, swimming pools, ball diamonds and such other recreation areas and facilities as may be made available by the City; conduct and supervise any form of recreational, cultural or social activity that will employ the leisure time of the citizens in a wholesome and constructive manner; program and be responsible for the total operation and management of the Memorial Armory facilities; and supervise all city athletic fields and playgrounds under the jurisdiction of the Recreation Division.

Secs. 2-403 – 2-434. Reserved.

Note: Additions are underlined; deletions are ~~struck out~~.